



600.10 Administrative Reports

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

Approved Date: May 28, 2018

Review Due Date: May 28, 2019

Review Frequency: Annually

600.10-1 Policy

The Hendry County Sheriff's Office Corrections Division shall submit written reports, provide required reviews and annual report submissions to the Sheriff, or designee, in a timely manner as required.

600.10.2 Quarterly Report to Sheriff

- I. The Jail Administrator shall submit a written report to the Sheriff at least quarterly. The report shall contain the following information for each facility:
 - A. Major developments or achievements;
 - B. Major incidents;
 - C. Population data;
 - D. Major problems and plans for solving them;
 - E. An assessment of staff and inmate morale.
- II. Information for the Quarterly Report shall be gathered and provided to the Jail Administrator by supervisors and other individuals as designated.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

Quarterly Report

Other Policy/ Procedure References:

600.00 Table of Content